

MEMORANDUM FOR: Manager, Executive Dining Room, HOME/ DL  
3E14 Headquarters Building

It is requested that the Executive Dining Room be reserved for:

STAT

SPONSOR:   DD/PAS/OS

STAT

(EDR Member)

Phone Number

Component

STAT

Date: 11 February 1986 Time: 5:30 p.m.-7:30 p.m.

Membership

Account No. 22285

STAT

Menu Selection No. 3 at \$ 7.00 per person.

(If party is held in Cafeteria an additional \$.50 per person charge will be added.)

STAT

Number of People

- (1) A minimum number of 40 people attending any party in the Executive Dining Room must be guaranteed. Checks must be made payable to Executive Dining Room Fund.
- (2) The sponsor for the party will be billed for the number of people specified. Should a lesser number of personnel than stated above attend the function, no adjustment in the total price will be made unless the Executive Dining Room is notified at least 48 hours before the party.
- (3) The sponsor is obligated to provide security escorts for non-Agency guests and is responsible for the conduct of all those in attendance.
- (4) The sponsor is requested to have attendees vacate the Dining Room by 7:30 p.m. to avoid additional overtime charges for the party. If foreign nationals are in attendance contact the Office of Security on extension

STAT

Please indicate below if you wish the use of the a lecturn with a microphone and/or flags.

LECTERN NO FLAGS: Yes AGENCY  U.S.

# Executive Dining Room

## BUFFET MENUS

### STAND-UP BUFFET

from 5:30 – 7:30 p.m.

All with Open Bar except Menu No. 2 and 8

No. 1	\$6.50 per person	No. 4	\$8.00 per person
<i>Sweet and Sour Pork Tenderloin</i> <i>Sliced Beef with Party Rolls</i> <i>Relish Tray with Deviled Eggs</i> <i>Stuffed Cheese Tray</i> <i>Chips and Dip</i> <i>Nuts</i>		<i>Steamship Round Carved on the Buffet Line</i> <i>(Served w/minimum of 75 people)</i> <i>Bottom Round Beef carved on the Buffet Line</i> <i>(Served for up to 75 people)</i> <i>Sweet and Sour Pork Tenderloin</i> <i>Oven Fried Chicken Drumettes</i> <i>Crab Spread</i> <i>Imported Cheese Tray</i> <i>Stuffed Celery and Deviled Egg Tray</i> <i>Fresh Fruit Tray</i> <i>Chips and Dip</i> <i>Party Rolls</i> <i>Crackers, Nuts</i>	
No. 2	\$7.00 per person	No. 5	\$8.00 per person
<i>Hawaiian Kona Coffee and Accomp.</i> <i>(Lemon and Orange Zest, Grated Chocolate and cinnamon sticks)</i> <i>Linzer Tarte (Rasberry Tarte w/ Hazelnut Crust)</i> <i>Frangipan Tarte (Almond Pastry w/ Fresh Fruits)</i> <i>Fresh Fruits</i> <i>Nuts</i>		<i>Pate De Campagne w/seasonal chutney</i> <i>(country pate w/pistachios and brandy)</i> <i>Assorted Breads</i> <i>Fresh Fruit Trays</i> <i>Imported Cheese Trays</i> <i>Smoked Turkey</i> <i>Smoked Salmon w/capers, red onion and lemon</i> <i>Warm Asiago Boules</i> <i>Crudites w/Dip</i> <i>Nuts</i>	
No. 3	\$7.00 per person	No. 6	\$8.50 per person
<i>Oven Fried Chicken Drumettes</i> <i>Chicken Livers wrapped with bacon</i> <i>Sliced Ham</i> <i>Sliced Turkey</i> <i>Crab Spread</i> <i>Stuffed Mushrooms</i> <i>Cheese Tray</i> <i>Vegetable Tray</i> <i>Chips and Crackers</i> <i>Assorted Breads</i> <i>Nuts</i>		<i>Cheese Fondue w/assorted breads</i> <i>Steamed Mussels</i> <i>Sliced Brown-sugar crusted Fleur-de-lis Ham</i> <i>Crudites w/dip</i> <i>Fresh Fruit Trays</i> <i>Curried Chicken w/peanuts</i> <i>Potato Chips</i> <i>Nuts</i>	
		No. 7	Priced Based on Menu selection
		<i>Special Menus can be provided for any type function.</i>	
		No. 8	\$6.50 per person
		<i>Wine and Cheese Party</i> <i>(No Open Bar)</i>	

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ROUTING AND TRANSMITTAL SLIP

1/3/85

TO: (Name, office symbol, room number, building, Agency/Post)	Initials/	Date
1. File		
2.		
3.		
4.		
5.		
Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

REMARKS

A cocktail party for 50 people  
in the Executive Dining room  
from 5:30 to 7:30 on ~~Tuesday~~  
11 February 1986 was booked  
today with [redacted]

approvals, concurrences, disposals,  
similar actions

Room No.—Bldg.

Phone No.

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Date  
20 Dec

ROUTING AND TRANSMISSION SLIP

TO: (Name, office symbol, room number, building, Agency/Post)	Initials	Date
1. <u>DC/PSD/05</u>		<u>12/31</u>
2. <u>Room 202</u>		
3.		
4.		
5. <u>C/PSD</u>		<u>13 Jan</u>
Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

REMARKS

attached is msg that went

To

for

From

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, org. s)	Room No.—Bldg.
C/SS	
3S31,	
	Phone No.

5041-102

OPTIONAL FORM 41 (Rev. 7-76)

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2005/08/03 14:21:529/320  
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